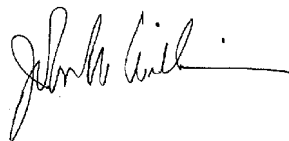


**For:** State Offices, Except AK, HI, and PR, and Work Measurement County Offices

**Recommendations for Improving the COWM System**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

BUD annually requests recommendations to improve the COWM System. Suggested improvements are reviewed at the National County Office Work Measurement Committee Meeting.

**B**

**Purpose**

This notice:

- informs work measurement County Offices that BUD is requesting recommendations
- provides State and County Offices with instructions for submitting recommendations.

**2 Requested Information**

**A**

**Recommendations**

Recommendations may include, but are not limited to:

- new work measurement items
- revisions to current work measurement items
- clarifying instructions in 12-AO (Rev. 15)
- comments about, or improvements to, the work measurement system software
- using query/36 for automated unit counts
- improvements to reports currently available from the automated system.

Continued on the next page

Disposal Date	Distribution
January 1, 2000	State Offices, except AK, HI, and PR; State Offices relay to Work Measurement County Offices

## Notice AO-1186

### 2 Requested Information (Continued)

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#### B

##### Recommendation Categories

Recommendations are presented to the COWM committee under the following 4 categories:

- work items
- software
- query
- general.

Each recommendation shall be submitted following the format in Exhibit 1 and shall include the following:

- State and county submitting recommendation
  - category
  - specific work item or paragraph from 12-AO (Rev. 15)
  - menu option or query, if applicable
  - narrative identifying suggested changes.
- 

### 3 Submission Action

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#### A

##### County Office Action

County Offices shall e-mail all recommendations to the State Office through BBS by **March 29, 1999**.

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#### B

##### State Office Action

State Offices shall follow the instructions in this table to submit recommendations to BUD.

Step	Action
1	Combine all State and County Office recommendations into a single WordPerfect document.
2	Ensure that the format in Exhibit 1 is followed and that the office submitting the recommendation is indicated. <b>Note:</b> Do not use State Heading, Tables, etc. Make the recommendation format simple.
3	E-mail the consolidated WordPerfect document to Carlisle Cox through BBS by <b>April 7, 1999</b> . <b>Note:</b> Negative reports are required.

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**Submitting FY 1999 Recommendation for Consideration by National COWM Committee**

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**A****Example Format**

Using the instructions in subparagraph B, submit recommendations in the following format.

State and County Name _____	(1)
Category _____	(2)
Work item or paragraph _____	(3)
Menu option or query, if applicable _____	(4)
Written recommendation _____	(5)

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**B****Completing  
Recommendation**

Submit recommendations according to the following instructions.

Item	Instructions
1	Enter State and county submitting the recommendation.
2	Enter 1 of the 4 categories listed in subparagraph 2 B.
3	Enter the work item or paragraph being referenced from 12-AO (Rev. 15).
4	Enter menu option or query, if applicable.
5	Enter a narrative description of suggested changes or enhancements.

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